



INDIANA  
**WORKFORCE**  
DEVELOPMENT

**FORMAL COMMUNICATION**

**TO:** Regional Operators  
Indianapolis Private Industry Council  
Regional Coordinators

**FROM:** Nate Klinck, Director  
Center of Excellence  
Career Services

*NK*

**DATE:** January 8, 2007

**Technical Assistance Bulletin  
TAB 2006-004**

**Repeating Classes or Tests Funded by the  
Workforce Investment Act**

**Question:** May participants repeat a class or retake a test that is funded by the Workforce Investment Act?

**Response:**

The Indiana Department of Workforce Development believes that a participant may repeat a class or retake a test that has been funded by the Workforce Investment Act. This instruction supports the Indiana Department of Workforce Development's mission of providing all Hoosiers with multiple opportunities and support to perpetually raise educational and skill attainment levels. Case managers must document the reason why the class or test is being retaken and what is being done differently to ensure a positive result in the Case Notes section of TrackOne. Regional Operators need to develop local guidance on the number of times a participant may repeat a class or retake a test.

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